

**Woonsocket Senior Center
Board of Directors Meeting
Minutes of the April 6, 2011**

Attendance: Pauline Demers, Germaine Gaulin, Delores Joly Dan Peloquin- Chair, & Matt Wojcik Director of Human Services

Also Attending: Jill Anderson, Executive Director Senior Services, Charles Ryan RSVP Business Manager, Linda Plays, City of Woonsocket Department of Human Services, Roger Petit RSVP, and Bob Picard Chairman of Senior Services BOD.

- **Call to Order: Meeting was called to order by Chairman Dan Peloquin at 10:30 a.m.**

- **Approval of Minutes: Review and approval of minutes of the March 16, 2011 meeting. MOTION made by Demers to approve as presented, seconded by Joly. All in favor to approve minutes as presented.**

- **Public Comment: There was no Public Comment.**

- **Presentation of Vouchers: There were no vouchers to be presented.**

PRE_BID Conference RFP/Primary Service Provider:

Wojcik told the group the RFP has been published and advertised. Today's meeting would include a pre-bid conference for interested parties to ask questions. Thirty days from this meeting would be the bid opening. Ryan asked what grant funding did the Senior Center receive as referred by in the RFP. Wojcik said the city of Woonsocket gives the Senior Center grant monies of \$ 60,000 and a state grant from the RI Department of Elderly Affairs for approximately \$ 13,000. The center has also in the past received CDBG funds for capital improvements. Wojcik said that the day to day oversight would be the Primary Service Provider. The board would oversee use of space, maintenance and improvements of the building as outlined in the ordinance. Ryan asked what operational and in kind support would the Primary Service Provider expect for consideration besides office space. Wojcik said it would depend on what they asked for. Wojcik said he and Plays would continue overseeing the vouchers and streamlining the process of bill payments/vouchers. Ryan asked how long the formal lease arrangement/contract term would be. Wojcik said that it would be as a matter of negotiations with the Primary Service Provider. To be reasonable it should be for a couple of years and negotiations would be in place for such. Wojcik said applicants should submit a plan that would fit their requirements. In the best scenario agreements should coincide with the beginning of the city's fiscal year July 1. Ryan asked who would collect building use fees and who would benefit from them. Wojcik said that the RFP reflects that the Primary Service Provide may not be able to provide all the

current services and would be able to sub-contract some services out. In that instance the subcontractor would pay the Primary Service Provider with rent to offset the use of expenses such as building services such as cleaning supplies.

The Chair asked Plays to provide (which are reflected in the minutes) a listing of which agencies received notification of the RFP- the RFP was advertised for one day in the Woonsocket Call Legal section. Also on the city of Woonsocket's website, the State of Rhode Island's website, the Department of Elderly Affairs and to the Director of DEA, the senior center's of the following municipalities: Providence, Lincoln, Cumberland, North Providence, East Providence, Warwick, West Warwick, Cranston, Johnston, Smithfield, and also the Davinci Center, Hamilton House and Epoch Senior Living Facility. Specifications were also requested by Jill Anderson of Senior Services and Charles Ryan of RSVP.

- Wojcik said that after the board chooses a Primary Service Provider they will go before the board and discuss what kind of activity/events happen at the Senior Center on nights/weekend. The board can then consider how to best serve the larger population. The board has the authority to decide what activities occur in the building with consideration and discussion with the Primary Service Provider.

- Senior Citizen of the Year Banquet

Demers asked if the event was being planned this year. Ryan

responded it is usually in November or December but was under the impression that the event going to be held. He said there is a process of advertising and nominations need to be held and there needs to be a lot of lead time. Wojcik asked what needs to be in place to continue this event. Demers asked about what funds were in the account that were dedicated to the event. Ryan replied that there was approximately \$ 3000. The board agreed that they would like to see this event continue.

- **Equipment Repair Request**

Ryan has requested that there is an approval for a plumber to come in and put a drain in near the dishwasher in the kitchen. Ryan has received a quote of approximately \$ 450. The Chair entertained a MOTION for the repair of the overflow instillation of the drain. Wojcik asked for conditional approval that Senior Services check with Department of Health (DOH) prior to the work being performed that there aren't any issues to do such work.. Wojcik will check with the water department to ask if there is a pressure issue from the street. MOTION was made by Wojcik and seconded by Gaulin with all in favor.

- **Adjournment--** The next meeting will be held on May 6, 2011, 2:00 p.m., immediately following the BID opening for the Primary Service Provider. The meeting will be held at city hall. The meeting was adjourned at 11:45 a.m.

Respectfully Submitted by

Linda S. Plays